



Position Title: Classroom Teacher (9-12) (Includes Department Heads and Elective Teachers)

Reports To: High School Principal

Position Requirements:

- Spiritually mature, born-again Christian, and can articulate a clear testimony of salvation.
- Believes the Bible is God's Word and standard for faith and daily living.
- Adheres to the HPCA Statement of Faith.
- Is a member in good standing at a local evangelical church with a Statement of Faith that agrees with HPCA's Statement of Faith.
- Has the required degree/qualifications and credentials for the position (PS).
- Holds a Bachelor's degree, a teaching certificate from ACSI, and preferably a state license (TK-12).
- Motivate and lead students to grow in their faith and realize their self-worth in Christ.
- Integrate biblical principles and Kingdom Education philosophy in all interactions with staff, students, and families.
- Instruct classes as assigned, following the prescribed curriculum map as the administration schedules.
- Maintain proper classroom leadership, incorporating consistent, unbiased and progressive discipline in the classroom and on school premises.
- Maintain a clean, attractive, and organized classroom according to the needs of your division.
- Update grades, lesson plans, and due dates in the School Information System (SIS) as directed by the administration. (TK-12)
- Regularly attend full staff meetings, division meetings, and faculty/staff devotions.
- Regularly attend student activities during the school day (chapels, assemblies, etc.)
- Assess student learning on a consistent basis and provide feedback.
- Maintaining up-to-date records for progress reports and report cards.
- Return graded work within a timely manner for effectiveness and instruction retention.
- Maintain accurate and up-to-date records of student grades and progress.
- Plan a study program that seeks to meet each student's needs and integrates Kingdom Education principles.
- Develop and maintain a good rapport with students, parents, and staff by treating others with respect, dignity, and consideration.
- Follow Matthew 18 principles when dealing with students, parents, staff, and administration.
- Maintain communication with staff and parents consistent with guidelines in the staff handbook. Responding to communication within 24 hours during the work week.
- Know the guidelines within the Crisis Management Plan.
- Participate in all drills (fire, emergency, etc.) as directed by the administration.



- Maintain the pink substitute folder and secure substitute teachers in the event of an absence.
- Maintain confidentiality and professionalism regarding information pertaining to students, parents, and staff.
- Adhere to and align with all principles outlined in the Faculty/Staff Handbook.
- Utilize technology in the classroom and supervise student use (Chromebooks, iPads, SmartBoard, Interactive Panel, etc.)
- Plan tests/quizzes in conjunction with team members. (K-12)
- Fulfill supervision duties as assigned (morning, lunch, car, detention, etc.)
- Participate in Professional Development activities to maintain certification and for personal/professional growth.
- Cooperate with the Resource department to provide accommodations/modifications and push-in/pull-out services for students with special needs.
- Collaborate with colleagues to adjust, develop, and implement curriculum.
- Supervise study halls as assigned.
- Complete accident reports as required by school nurses.
- Follow curriculum guides as directed by Curriculum personnel and give input for changes.
- Consistently integrate biblical principles into the curriculum/lesson plans.
- Participate in theme days (Spirit Week, etc.)
- Assist students with questions/extra help during non-teaching times.
- Participate/volunteer in at least one extra-curricular activity (coaching, club, tutoring, service work, special events, etc.) (TK-12)
- Prepare work for absent students.
- Conduct parent/teacher conferences as required by division.
- Supervise students outside the classroom (recess, chapel, hallways, lunch, before school, after school, and breaks as assigned by administration)
- Administer and/or proctor standardized testing. (K-12)
- Participate and/or plan field trips/class parties as requested by administration.
- Maintain inventory of textbooks, supplies, equipment, and other school materials.
- Mentor new teachers and/or new/existing students as directed by administration.
- Lead small groups as requested.
- Set up/break down classrooms as required by admin to accommodate other ministries/events.
- This position is evaluated per the school's policy on evaluation and this job description.
- Perform other duties as assigned by the administration.
- Demonstrates pedagogical understanding of students in grades being taught.
- Demonstrates experience in a school setting, teaching students.
- Can orchestrate a highly organized, exciting, collaborative, and dynamic learning environment.
- Has integrity, sound judgment, self-confidence, maturity, and a sense of perspective, which means he/she develops appropriate relationships with students and families.
- Has excellent interpersonal, presentation, writing, organizational, and communication skills.
- Is a self-starter and initiator and can work independently and effectively on a team.

- Possesses a high energy level and can work on many tasks and projects.
- Has a love for children and a willingness to go above and beyond on behalf of students.
- Attendance at required functions as directed by the division Principal
- Utilize educational opportunities and evaluation processes for professional development.

If you are designated as the **Department Head**, the following are in addition to the teacher responsibilities:

- Oversee the planning, implementation, and continuous improvement of the curriculum.
- Work collaboratively with faculty, administration, and students to foster an engaging and rigorous program that aligns with curriculum standards, prepares students for future success, and promotes a passion for the subject area.
- Lead the development, review, and enhancement of course offerings for the High School.
- Promote innovative teaching strategies and make resources available to all department teachers.
- Research and communicate professional learning opportunities to faculty members
- Organize and maintain a Department Shared Drive with files and links relevant to the content areas.
- Foster a collaborative and supportive environment for teachers to share best practices and resources.
- Create, manage and submit a department budget to the business office annually.
- Oversee the selection and procurement of textbooks and other curricular materials.
- Procure resources, equipment, and materials for the classrooms.
- Maintain equipment for the department.
- Organize, lead, and attend periodic department meetings.
- Regularly observe teachers in the department and provide feedback and support to improve instruction, classroom management, and student performance.
- Mentor new teachers by offering guidance, constructive feedback, and support to help strengthen overall instruction.

If you are an **Elective Teacher**, the following are in addition to the teacher responsibilities:

Choir/Band:

1. Lead Middle School and High School performances in Fall, Christmas, and Spring Concerts.
2. Plan and coordinate performance practices according to the school/church calendar and administrative approval.
3. Coordinate and organize off-campus trips with administrative guidance and approval.
4. Communicate and pre-plan student absences for out-of-class activities with administration and the front office.
5. Maintain the band and choir rooms by keeping it clean and organized, ensuring a professional appearance for students and visitors.
6. Manage and maintain band/choir instruments and resources.

7. Communicate to Administration needs of the Music Department.
8. Lead and manage the Music Honor Society/Club, including all student and parent communications and related activities.

Art:

1. Showcase student work at the end of each school year for the Fine Arts Show
2. Manage and maintain equipment and supplies.
3. Communicate to Administration needs of the Art Department.
4. Maintain the art studio by keeping all work spaces clean and organized, ensuring a professional appearance for students and visitors.
5. Coordinate and organize off-campus trips with administrative guidance and approval.
6. Lead and manage the Art Honor Society/Club, including all student and parent communications and related activities.

Physical Education:

1. Coach a sport as requested by administration.
2. Maintain the PE equipment storage by keeping it clean and organized, ensuring all equipment is in good working use and are up to safety standards.
3. Provide supervision in gym/field areas during school and various events as designated by the Principal and Admin team.
4. Assist with game and event set up as requested by administration.

Drama:

1. Support the high school drama production and coordinate student participation.
2. Lead or assist High School drama productions.
3. Encourage student leadership and responsibility in school-wide productions.
4. Communicate needs with administration as needed regarding student involvement and production aspects.

Resource:

1. Utilize a variety of techniques to help students master the material they are learning in their core classes.
2. Assist students with their core classes. Use Canvas to learn about each student's assignments and progress.
3. Review with students what the teacher has taught in class or reteach the lesson in a different way to help the students learn the concepts.
4. Support students in organizing their materials and calendars and building skills for independence and time management.
5. Communicate with parents often about student progress and issues.
6. Develop a transition plan for students and communicate with parents to support appropriate movement into a regular classroom.
7. Maintain ongoing communication with the middle school resource department to ensure a smooth transition for incoming high school students and consistency in school-wide resource practices.